

PERALTA COMMUNITY COLLEGE DISTRICT - 2026

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

Human Resources Data Analyst (Confidential Salary Range 42) Job Code: 1125

CLASS PURPOSE

Under general direction, serves as the District's subject matter expert for Human Resources systems and related data processes; responsible for the administration, configuration, maintenance, analysis, and reporting of HR systems supporting recruitment, onboarding, personnel transactions, payroll interfaces, benefits, leave management, and compliance reporting; ensures system functionality, data integrity, and regulatory compliance while supporting continuous improvement of HR business processes.

EXAMPLES OF ESSENTIAL DUTIES

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class.

- Administer, maintain, and support the District's HR systems and related applications, including modules supporting employee records, position management, recruitment, onboarding, benefits, leaves, and personnel actions.
- Serve as the primary liaison between Human Resources, Payroll, Information Technology, vendors, and system users regarding system functionality, upgrades, integrations, and issue resolution.
- Configure system workflows, security roles, data fields, and business rules in alignment with District policies, collective bargaining agreements, and applicable laws as assigned.
- Monitor, audit, and maintain the accuracy, consistency, and integrity of HR system data.
- Develop, generate, and maintain standard and ad hoc reports and dashboards to support HR operations, management decision-making, compliance, and planning.
- Support required internal and external reporting, including EEO and workforce demographic reporting, leave tracking, and audit requests.
- Analyze HR business processes and recommend system enhancements, efficiencies, and best practices.
- Coordinate system testing, validation, documentation, and user acceptance testing for upgrades, new modules, and process changes.
- Develop and maintain system documentation, procedures, and training materials; provide training and technical assistance to HR staff and end users.
- Support system functionality related to benefits administration, leave management (e.g., FMLA/CFRA), and workers' compensation tracking, as assigned.
- Maintain strict confidentiality of sensitive personnel, medical, and payroll-related information.

Job Description: Human Resources Data Analyst

- Stay current on HR systems trends, regulatory changes, and best practices applicable to public sector and higher education environments.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- HR systems and databases, including system configuration, reporting tools, data structures, and security controls.
- Human Resources functions and workflows, including recruitment, classification, compensation, benefits, leaves, and personnel transactions.
- Federal and state laws affecting HR data, recordkeeping, and reporting (e.g., FLSA, FMLA/CFRA, EEO).
- Data auditing, reconciliation, and quality assurance practices.
- Principles of business process analysis and systems implementation.
- Public sector and/or higher education HR practices (preferred).

Skills and Ability

- Analyze complex HR processes and translate business requirements into effective system solutions.
- Configure and maintain HR system functionality with accuracy and attention to detail.
- Produce clear, accurate reports and interpret data for a variety of audiences.
- Communicate effectively with technical and non-technical stakeholders.
- Manage multiple priorities and deadlines independently.
- Provide training and support to system users.
- Maintain confidentiality and exercise sound judgment in sensitive matters.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Information Systems, Business Administration, Data Analytics, or a related field.
- Three (3) years of progressively responsible experience in the administration, support, or analysis of Human Resources information systems or enterprise business systems supporting HR functions.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Experience supporting HR systems in a California community college district or public sector environment.
- Experience with HR system implementations, upgrades, or integrations.

PHYSICAL ABILITIES AND WORK ENVIRONMENT

- Occasional work performed alone.
- Constant work around and with people.
- Office environment with extensive computer and systems use.
- May require occasional evening or weekend work during system upgrades or critical reporting periods.
- Occasional travel between district sites.
- Ability to sit, stand, and use standard office equipment for extended periods.
- Ability to regularly stand, walk, bend, and stoop.
- Ability to lift and carry materials weighing up to 10 and occasionally life up to 25 pounds.

TOOLS AND EQUIPMENT USED

- Office environment with extensive computer and telephone use.